

**STATE OF NEVADA**  
**BOARD OF EXAMINERS FOR LONG-TERM CARE ADMINISTRATORS**  
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**MINUTES**

**Quarterly Board Meeting May 5, 2025**

I. Chair, Margaret McConnell called the meeting to order at 10:01 a.m.

II. MISSION STATEMENT:

***It is the mission of the Nevada Board of Long Term Care Administrators (BELTCA) to license and regulate long term care administrators in Nevada, including Nursing Home Administrators, Residential Facilities for Groups Administrators, and Health Service Executives. The Board provides consumers with an assurance of the qualifications of licensees, along with a means of enforcement for the benefit of the public, to ensure Nevada's citizens are served in a dignified and caring manner.***

III. ROLL CALL: Executive Director, Mary Wilkinson called the roll and a quorum was present.

Board Members:

Margaret McConnell, Chair	Dena Schmidt, ADSD
Lisa Meyer, Vice Chair	Douglas Sinclair
Lindsay Hansen, M.D.	Brooke Westlake
Daniel Mathis	

Dena Schmidt - Excused

Staff:

Mary Wilkinson, Executive Director

Legal Counsel:

Louis Ling, Esq.

Guests:

Brett Salman, NVHCA

Jennifer Nichols, ED Candidate

IV. PUBLIC COMMENTS

Chair, Margaret McConnell asked if there is anyone who would like to make a public comment at this point.

No public comments were made. Chair, Margaret McConnell reminded attendees that more public comment is on the agenda towards the end of the meeting.

V. SECRETARY'S REPORT

Chair, Margaret McConnell called for a motion to approve the minutes of February 5, 2025 Board Meeting Douglas Sinclair motioned to approve the minutes; Brooke Westlake seconded the motion. Being no discussion, motion carried unanimously.

VI. ADMINISTRATIVE REPORT:

Mary Wilkinson noted that, in light of proposed change to the Executive Director position, she is not updating the BELTCA website. She will assist the new Executive Director in gaining access to make changes rather than to repeat the necessary changes..

VII. ADMINISTRATOR LICENSES ISSUED MUST RECEIVE FINAL BOARD APPROVAL WHEN ALL REQUIREMENTS HAVE BEEN MET.

a. Health Services Executive Licenses

b. Nursing Facility Administrator Licenses

- (1) Ian Perry
- (2) Anthony Eliason
- (3) Daniel E. Mortensen
- (4) Jake M. Larson
- (5) Amrita Maroke
- (6) Matthew Zavoral
- (7) Kevin D. Hart
- (8) Jason Teitelbaum
- (9) Lisa Ann Chappelow

c. Residential Facility Administrator Licenses

- (1) Sione Ngatuvai
- (2) Terry Woolery
- (3) Ardith Peper
- (4) Samantha Chiascione

- (5) Stacey Sheats
- (6) Samuel Garcia-Felix
- (7) Megan Salisbury

- d. Inactive Requests
  - (1) Nancy Overson RFA
  - (2) Kelly Malone RFA
  - (3) Douglas Fleegle NFA

Chair, Margaret McConnell called for a motion to approve items b, c and d. Lisa Meyer moved to approve items b, c and d. Daniel Mathis seconded the motion. There being no discussion, motion carried unanimously.

#### IX. UNFINISHED BUSINESS

There were no unfinished business items

#### X. NEW BUSINESS

Chair, Margaret McConnell informed the Board that Mary Wilkinson would be resigning the Executive Director position and that a new candidate had been interviewed. Legal Counsel, Louis Ling, Esq. noted that the Board could interview Mrs. Jennifer Nichols, at this meeting and vote today or schedule another meeting to do so. The Board interviewed Mrs. Nichols, and a motion was made to accept the candidate as the Executive Director, effective June 2, 2025. Motion was made by Douglas Sinclair to hire Mrs. Nichols, was seconded by Lisa Meyer. There being no further discussion, motion carried unanimously.

#### XI. LEGAL COUNSEL REPORT

Legal Counsel, Louis Ling, Esq. had no report. Chair, Margaret McConnell thanked Mr. Ling for his service to the Board noting that his Counsel was essential to Board compliance and that his direction was always appreciated.

#### XII. BOARD MEMBER COMMENTS

Chair, Margaret McConnell noted that Dena Schmidt would be leaving her Board post as she was promoted to another position. Her replacement for the Board will be Rique Robb. Chair, Margaret McConnell congratulated Dena on her new position and noted that the Board will miss her meaningful contribution to the Board and that, given potential changes to the state department structure(s) Dena would continue to contribute to the Board's mission.

XIII. PUBLIC COMMENTS

There were no comments by the public or guests.

XI. TIME/DATE/LOCATION OF NEXT REGULAR QUARTERLY MEETING(S):

The Board will meet on Wednesday, August 13, 2025, at 10:00 am via Zoom.

XII. ADJOURNMENT

Chair, Margaret McConnell called for a motion to adjourn at 10:20 am. Douglas Sinclair moved to adjourn. Daniel Mathis seconded. There being no discussion, Motion passed.

Respectfully submitted:

*Mary Wilkinson*

Mary Wilkinson  
Executive Director

Attested by:

Dena Schmidt  
Secretary/Treasurer